

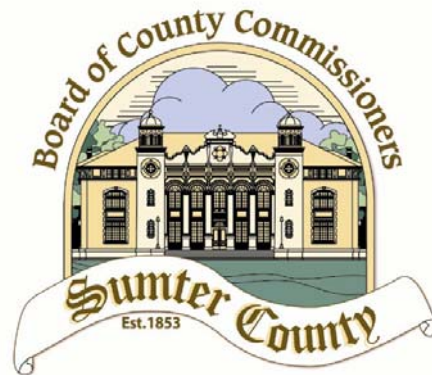
# Board of County Commissioners

## Division of Planning & Development

### Development Review

910 N. Main Street, Suite 301 • Bushnell, FL 33513 • Phone (352) 793-0270 x2477

FAX: (352) 793-0274 • SunCom: 665-6622 • Website: <http://sumtercountyfl.gov/plandevelop>



## APPLICATION REQUIREMENTS FOR

## USE/DEVELOPMENT PERMIT – MEDIUM DEVELOPMENT

Applications for this use/development permit shall include, but are not necessarily limited to the following

### *A.2.2. Medium development.*

#### *A.2.2.1. Application form and fee.*

**a) Application form.** An application form, supplied by the department, containing the following information furnished by the applicant:

- (1) Name, address and telephone No. of property owner of record.
- (2) Name, address and telephone No. of record property owner's agent or representative, if any.
- (3) Legal description of parent tract, as shown in the public records of Sumter County, and of parcel for which a zoning permit is requested. Include land areas of both and street address if known.
- (4) General location and directions to property from Sumter County Courthouse.
- (5) Present zoning and existing character of property for which the zoning permit is requested.
- (6) Present zoning and character of property abutting the property for which the zoning permit is requested.
- (7) The use permit requested (specify permitted, special, conditional or temporary use).
- (8) A brief narrative of the general size, occupancy and purpose of the proposed development. Include phasing if applicable.
- (9) The proposed land use and a summary of the specific objective of the development in sufficient detail to allow the director to determine adequacy of request.
- (10) Signature of applicant (Must be owner of record or agent with written authorization. Evidence of ownership may be required and an applicant shall have written consent of all owners of record)
- (11) For conditional uses Name, address, telephone No. and federal employer identification number of the conditional use operator, or person or corporation, other than the property owner, who will physically develop and/or operate the property.

- (b) **Application Fee.** An application fee, in the amount established in Appendix B of this chapter, shall be submitted with each application.

#### **A.2.2.2. Conceptual plan.**

##### **(a) Plan preparation.**

- (1) Any person may prepare the conceptual plan, provided the plan accurately presents the information required herein.
- (2) Plans shall be light background prints or sets of prints on sheets twenty four (24) inches by thirty six (36) inches. If necessary, more than one sheet may be used provided a Key Map is shown to relate each sheet to the entire development.
- (3) The number of plans or sets of plans submitted shall be as follows:
  - a. Permitted use.
    1. One (1) at time of submission.
    2. Ten (10) additional upon determination of completeness and at least seven (7) days prior to scheduled hearing before approving authority.
  - b. Special use and temporary use.
    1. One (1) at time of submission.
    2. Twelve (12) for DRC and fifteen (15) for ZAB upon determination of completeness and at least seven (7) days prior to scheduled hearing before recommending authorities.
  - c. Conditional use.
    1. One (1) at time of submission.
    2. Twelve (12) for DRC and fifteen (15) for ZAB upon determination of completeness and at least seven (7) days prior to scheduled hearing before recommending authorities.
    3. Ten (10) additional at least seven (7) days prior to scheduled hearing before approving authority.

##### **(b) Contents of plan.**

- (1) Project identification. Identify the project by supplying the following information on the plan:
  - a. Title block. A title block shall be placed in the lower right corner or along the right border of the sheet and should provide the following information:
    1. Proposed development name, if any.
    2. The section, township and range in which the property is located.
    3. The name and address of the property owner and any developer, engineer or land surveyor known to be involved in the development.
    4. The date of plan preparation in a space that also provides for subsequent plan revision dates.
    5. Any street address assigned to the property.
  - b. Legal description of property.
  - c. Vicinity sketch. A sketch or "Location Map" displaying an area of no less than three miles on all sides of the property (A greater distance may be required if the Department determines that information on a larger area is needed). Such map shall be at a scale of not less than one (1) inch equals one-half mile and shall show the position of the development with relation to the following features. U.S.C.G.S. maps may be used as a reference guide for this sketch.
    1. Section and quarter-section lines.
    2. Streets, thoroughfares, highways, railroads and waterways in the area.
    3. Corporate limits of nearby cities.
    4. Major topographic features in the area, including water bodies, streams, springs or canals.
    5. Existing zoning on the site and surrounding area.
    6. Existing land use on the site and surrounding area.
    7. Urban expansion areas as designated on the Sumter County Future Land Use Map.
    8. For conditional uses:

- (a) Show any public or private K--12 school, college, day care center or senior services meal site,

where more than twenty (20) persons participate on a daily basis at least one hundred eighty (180) days per year.

(b) Show residential developments of ten (10) or more home sites with an average gross density of one (1) dwelling unit per acre or greater.

(c) Show community water system wells and proposed regional water supply wells.

(2) Existing conditions and proposed development. Show existing conditions and proposed development superimposed on a plan of the property's boundaries consistent with the legal description of record. Such plan shall be drawn to a scale of not less than one (1) inch = two-hundred (200) feet, unless otherwise approved by the development review board. North shall be oriented to the top or left edge of the sheet and the drawing shall clearly show or describe, but is not necessarily limited to, the following:

a. Existing conditions. The major existing topographic features, natural and man-made, of a project area extending one hundred (100) feet outside the area to be developed (five hundred (500) feet for mining, hazardous waste facilities and landfills), shown with broken lines, including:

1. Existing land contours of an area sufficient to show the proposed developments relationship to its watershed, shown at intervals of not more than five (5) feet (data from the U.S.G.S. topographic survey, or other agencies work, may be used). Existing land contours shown at intervals of not more than one (1) foot, or less, may be required when it serves a specified need.

2. Approximate center lines of rivers, streams, canals and other watercourses, and location of water management devices such as dikes, pumps, etc.

3. Approximate location and extent of 100-year flood prone areas, existing wetlands and water bodies.

4. General drainage patterns.

5. Approximate location of existing street, drive or railroad right-of-way on or adjacent to the property.

6. Approximate location of existing easements or other restrictions on the property, and substance thereof.

7. Approximate location of existing off-street parking and loading and unloading areas.

8. Approximate location and dimensions of existing buildings and other structures.

9. Approximate location and major features of existing utility systems on or adjacent to the property, including wells.

10. Approximate location and nature of existing walls or fences on the property.

11. Other manmade or natural features which would affect or be affected by building or development encroachment.

12. General soil types and estimated normal and wet seasonal ground water levels.

13. Approximate location and identification of existing chemical or fuel storage tanks, above and below ground.

14. Approximate location and identification of existing hazardous materials stored on site.

15. Approximate location and identification of designated vegetative and wildlife communities.

b. Proposed development. Show approximate location, size and use of proposed general improvements, including, but not necessarily limited to the following:

1. General grading/drainage plan and resultant drainage basins. Include anticipated stormwater management facilities and easements. Show approximate drainage pattern by directional arrows, and storm water swales, retention and detention areas. Include preliminary drainage calculations. Show erosion and sedimentation control measures.

2. Approximate location and size of any water bodies or watercourses to be constructed, altered or relocated.

3. Approximate location and size of areas to be developed as residential or non-residential lots or tracts, if applicable.

4. Approximate location, size, type and use of principal buildings or other structures, other than single-family residential, to be constructed or retained on property, permanent and semi-permanent. Show material storage areas and stationary material handling equipment.

5. Approximate location of proposed major elements of the on-site traffic circulation system, including connections to county road system, off-street parking, and loading and unloading areas.

6. General location, size and proposed use of common open spaces and public or semi-public areas, including storage areas.

7. Approximate location, width and nature of proposed rights-of-way and easements.

8. Approximate location, size and identification of the major features of proposed water and sewer systems including potable and non-potable water wells, septic tanks/drain fields and sewage treatment plants/percolation ponds, etc.
9. Fire control and other emergency management devices or facilities.
10. Signs and exterior lighting.
11. Approximate location, size and type of major screening and buffering to be done.
12. Fencing or other security measures and proposed points of access to the property.
13. Approximate location of wetland mitigation areas.
14. Other significant proposed features with requirements addressed in this chapter.
15. Proposed unit division, stage or phase development shall be indicated on the plan with pertinent signing and remarks.
16. Tables indicating:
  - a) Total acreage of project.
  - b) Approximate total acreage of each type of land use, by phase.
  - c) Approximate total number of lots or parcels for each type of land use, by phase.
  - d) Proposed gross density in residential units per acre and non-residential gross floor area ratio, by phase.
  - e) Area of minimum and average size lot, with approximate dimensions.
  - f) Maximum height of proposed structures.
17. For mining conditional uses, in addition to the above, show:
  - a) Mining pits, internal haul roads.
  - b) Overburden stockpile areas and waste storage areas.
  - c) Areas for material handling facilities such as washers and scales.
  - d) Surface and groundwater management features such as pumps, ditches, dikes, etc.
  - e) Delineation of areas to be mined in sequence.
  - f) A reclamation program and plan which meets the requirements of Florida Department of Natural Resources under Rule 16C-36 F.A.C., which program and plan shall be adopted by Sumter County as a locally enforceable plan, provided however, that any variance from established DNR rules shall not be effective within Sumter County unless approved by the development review board.
  - g) The following estimated data in tabular format:
    - 1) Total acres in proposed mine.
    - 2) Acreage required for waste storage.
    - 3) Acreage of actual mining pits.
    - 4) Acreage in existing and proposed water bodies.
    - 5) Sequence of mining operations with delineated area, year and acreage.
  - h) A cross-section drawing referenced to mean sea level datum showing the maximum proposed depth of the excavation area, side slopes of the pit and water level during excavation, and upon completion. This information may be marked "PROPRIETARY" by the applicant and the County will restrict access to it and not release this information without prior written approval of the applicant, to the extent allowable by law.
18. For CDD landfill conditional uses, in addition to the above, show:
  - a) Area to be used for deposit of CDD, including existing and proposed excavation area and depth of excavation.
  - b) Area to be used for temporary storage and transfer of solid waste.
  - c) Scale of plan, north arrow, a legend for abbreviations and symbols used in the drawing and notes where needed for clarification. The notes should indicate any improvements such as streets, easements, water retention areas, etc. that are proposed to remain in private ownership and not be dedicated to the public.

(c) ***Supporting materials.***

In addition to the information required on the conceptual plan, a written discussion and description of the overall development plan with sufficient preliminary data to enable determination of compliance with appropriate sections of this chapter shall be submitted, either on the plan or as separate documents. This shall address, but is not necessarily limited to, the following:

1. Traffic impact study. This study shall be designed to predict the impact of the proposed development on the transportation system. The study shall include, but is not necessarily limited to, the following information:

a) A statement explaining the assumptions used in the study including existing average daily background traffic, background traffic growth rate, directional splits, average trip length, major attractions, etc.

b) Estimates and projections of average daily background traffic, projected development generated traffic and the effect of such generated traffic on the level of service adopted by the County. Estimates of trip generation for proposed uses shall be based upon current information from the Institute of Transportation Engineers.

c) The need for frontage or access roads parallel to the primary access road.

d) The need for signalization.

e) Provisions for maintaining the minimum level of service adopted by the commission for affected roadways and intersections.

f) This traffic study shall be prepared and signed by a professional traffic engineer.

2. General description of proposed handling and disposal of non-domestic solid waste and hazardous gases, liquids and other materials, if applicable. Include any air emission sources.

3. A listing of all permit applications which applicant anticipates submitting to federal, state, regional and local permitting agencies.

4. General soils map of project area, at scale of 1"=2,000', with subject property delineated.

5. The general nature covenants, grants, easements, or other restrictions to be imposed on the use of the land, buildings, and structures. Include the type of legal instrument(s) that will be created to provide for the ownership/management of common open space.

6. Major fire protection features.

7. Non-hazardous solid waste management plan and facilities.

8. Pollutant control devices or facilities, security devices.

9. Site reclamation measures.

10. A listing of all variances from the requirements of this chapter presented by this application.

11. Any additional information determined during the pre-application conference or that the applicant deems appropriate for review of the use permit application.

12. For temporary use permit for events. In addition to sub-sections (1) through (11), the following is required:

a) Prior to approval, the sponsoring organization shall have furnished the county environmental health office information as to sanitary arrangements and facilities to be used by the public and employees, and the county environmental health office shall have advised the director in writing that such arrangements and facilities will be adequate if properly used and maintained.

b) The applicant shall demonstrate that adequate provisions for off street parking and loading will be made for the traffic generated by the event and that there will be no undue disruption to or interference with the normal flow of traffic or with the rights of adjacent and surrounding property owners.

c) Adjacent land uses shall be protected by ensuring that the hours of operation and amount of noise generated by the event is compatible with them.

d) The applicant shall demonstrate adequate litter control.

e) In cases where it is deemed necessary, the commission may require the applicant to post a bond to insure compliance with the conditions of the temporary use approval.

f) If the applicant requests the county to provide extraordinary services or equipment, or if the commission determines that such is necessary to protect the public health, safety or welfare, the applicant shall be required to pay to the provider a fee sufficient to cover the costs of such service.

13. For conditional uses for mining and CDD landfills. In addition to sub-sections (1) through (11), the following is required:

a) A description, in narrative and graphic form, of the general character of the operation proposed and its relationship to existing development in the area is required. Such description shall set forth the nature and operational characteristics of the operation in sufficient detail to demonstrate general compliance with all requirements for such use.

b) The proposed schedule of activities including dates activities will commence and the projected date of completion.

c) Aerial photograph(s) of the proposed site and surrounding property at a scale of one inch equals two hundred feet (1"=200') or one inch equals four hundred feet (1"=400'). Photographs of flight most recently available through local, state or federal agencies will be accepted.

d) When applicable, a hydrogeologic report on surface and groundwater conditions and the hydrogeologic impact of the proposed activity which meets the requirements contained in the rules of the Florida Department of Environmental Regulation and the Southwest Florida Water Management District for new mine water discharge permits, water use permits, and surface water management, and such other hydrogeologic information that may be reasonably requested.

14. For conditional uses for biohazardous or hazardous waste facilities, petroleum contaminated soil treatment facilities and operations. In addition to sub-sections a. through g., the following is required:

a. A description, in narrative and graphic form, of the general character of the hazardous waste operation proposed and its relationship to existing development in the area. Such description shall address the following in sufficient detail to demonstrate general compliance with all requirements for such use.

1. The storage, treatment or disposal methods or processes to be employed, including the means to be employed to attain compliance of the project with federal, state and local standards relating to water quality, air quality, fish and wildlife, and cultural resources.

2. Identification and estimates of the sources, types, composition, quantity, and concentration of any biohazardous or hazardous waste identified, listed or defined under this Code, or combinations of any such waste, and any other solid waste, proposed to be disposed of, treated, or stored and the time frequency, or rate at which such waste is proposed to be disposed of, treated or stored.

3. The movement of biohazardous, hazardous or petroleum contaminated soil to, in and from the proposed facility, including the proposed transportation routes for wastes entering and leaving the county. Include an analysis of the impacts the facility will have on affected transportation systems.

4. On-site recycling of wastes or by products.

5. Monitoring plans to detect expected or accidental releases of pollutants to the air, soil, ground water, and surface water. Describe a contingency plan for accidental releases of biohazardous or hazardous substances and other emergencies.

6. Facility security measures, including training of employees.

7. Proximity of the facility to drinking water, high groundwater levels, drainage ways, wetlands, surface waters, sinkholes, and flood plains.

8. Proximity of the facility to residential areas, schools and public buildings.

9. Effect of the development on public facilities including roads, drinking water, sewage, electricity, fire protection, ambulance services, hospitals and police.

10. The suitability of the geological and hydrogeological properties of the site for the proposed use.

b. A listing of all federal and state permits and approvals that will be required for the construction, operation and discontinuance of the use.

c. Anticipated dates for commencement and completion of the conditional use, hours of operation.

d. Other information which the commission determines is reasonably necessary and beneficial under the circumstances in order to assess the environmental, health and safety aspects of the proposed development.

15. For conditional uses for construction and demolition debris landfill. In addition to subsections (1) through (11), the following is required:

a. Delivery inspection sites, cell, and subcell areas.

**Medium Development = \$700.00**

**SUP Medium Development \$1000.00 + cost of ad and notice**